

Job Opportunity

Date: February 22, 2007

Position Title/Rate: Bailiff-\$11.55/hr

Department/Division: **Judge Brian K. Ishikawa**
Associate Presiding – Criminal Division

Location: 101 W. Jefferson, Phoenix

Job Requirements: Bailiff minimum qualifications include a High School Diploma or GED

Comments: Judge Ishikawa seeks a full-time Bailiff to begin immediately at the downtown Phoenix facility on a criminal assignment and come June 2007, then transferring to Southeast Mesa facility on a juvenile assignment. This recruitment is on-going until the position is filled. All interested applicants should mail, e-mail or fax their resumé immediately to:

Gina Willcoxson
c/o Judicial Asst to Judge Arthur Anderson
Central Court Building
201 W. Jefferson, Street
Phoenix, AZ 85003
Email: GWillcox@superiorcourt.maricopa.gov
Fax: (602) 372-0870
Please include cover letter

JOB SUMMARY:

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court division.

PRIMARY DUTIES OF THE POSITION:

Orders or prepares files and daily calendar for the Court; prepare the courtroom for trial; manages courtroom during proceedings; assists jurors, visitors and pro pers with explanations, directions, and instructions; responsible for the jurors; assists witnesses and attorneys during courtroom proceedings; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (ICIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills and Abilities: High School Diploma or GED required. Knowledge of court procedures, legal terminology, legal research techniques, and the operation of e-courtroom equipment preferred.